

**ADMINISTRATIVE  
INTERNAL USE ONLY**

16 MAY 1969

**MEMORANDUM FOR: Chief, Logistics Services Division**

**SUBJECT : Space for Combined Federal Campaign**

1. The annual Combined Federal Campaign will commence in September and will run for six or seven weeks.

2. Since large amounts of money will be received, twelve additional people will be required to assist in this function. They must be in an area where they can be with the supervisor. It is therefore requested that you do what you can to obtain suitable space for fourteen people for the period 2 September through 7 November. This space should be in the Headquarters Building.

 STATINTL

**Chief, Benefits and Services Division**

**Distribution:**

- 0 & 1 - Addressee
- ☒ - Space Requirements File
- 1 - OC/BSD Chrono
- 1 - DC/BSD Chrono

STATINTL

OP/BSD/  :dso (16 May 69)

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